

**DIVISION OF HUMAN RESOURCE MANAGEMENT
SCHEDULE OF FEES**

NRS 239.055 enables the Division of Human Resource Management (DHRM) to charge fees for record searches and photocopies. Due to limited resources, DHRM may charge a fee of 25 cents per photocopied page for record requests over 10 pages. **Certified copies will be charged an additional \$10.00 per item.** Requestors will be notified of the total amount due and these fees must be paid prior to receiving copies.

DHRM staff will not fax documents to requestors. Items must be picked up at a designated DHRM office or be mailed. There is no charge for staff assistance or retrieval of records to those patrons reviewing documents on the premises.

Audio recordings are available for hearings. The cost is \$4.75 for cassette tapes and \$5.00 for CDs. The following shipping charges may also apply for tapes or CDs:

Number of Tapes/CDs	Within the State of Nevada	Reno	Las Vegas
1	\$1.75		
2	\$2.07		
3	\$2.53		
4	\$2.85		
5	\$3.26		
6	\$3.53		
7	\$3.95		
8		\$4.05	\$4.70
9		\$4.45	\$5.10
10		\$4.85	\$5.50

*An additional charge of \$2.85 will be assessed for Certified mail delivery. Return receipt will be an additional \$2.10.